

MEMORANDUM FOR: Director of Logistics  
Director of Security

25X1  
FROM:

[REDACTED]  
Building Planning Staff

SUBJECT: Security Considerations for Master Plan Study

Since the proposed consolidation of Agency resources on the Headquarters Compound increases our profile as a terrorist target, it is recommended that additional controls and procedures be established to protect Agency personnel and facilities. Therefore, the following preliminary security program has been developed for your review and comment.

1. Program Objectives

a. Provide 24-hour Visitor Control Center checkpoint to screen all non-badged persons, including Agency personnel, prior to access to the compound.

b. Provide temporary visitor parking at the Visitor Control Center outside the perimeter fence with turnaround space for buses and trucks. Visitor parking inside the perimeter fence shall be minimum 150 feet from the main building.

c. Provide protected/segregated loading area with explosion resistant construction for all external deliveries including the U.S. mail. Loading areas shall provide screening of all deliveries.

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WARNING NOTICE  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED

d. Establish a secure alarmed perimeter fence around the Headquarters Compound with a 30-foot cleared buffer zone. (C)

2. External Considerations

a. Public transportation (buses and taxis) will not be permitted access to the compound.

b. Buffer zone for perimeter fence must be aesthetically compatible with the existing landscape and be accomplished in a manner acceptable to NCPC. A "PAR Course" type development may be an acceptable buffer zone. (U)

3. Agency Considerations

a. The Visitor Control Center should be located inside the perimeter fence with access from outside the fence.

b. The Visitor Control Center will require computer terminals, secure voice, and data communication.

c. The Visitor Control Center should provide drive-through service window for expeditious processing of Agency personnel without badges.

d. Loading docks should be centrally located to preclude "double handling."

e. Provide segregated reception, badging, conference, and interview space for non-badged persons within the main building.

f. An acceptable alarm system must be developed for the buffer zone. (C)

~~CONFIDENTIAL~~4. Preliminary Space Requirements for Visitor Control Center

Reception	1,500 sq ft
3 Offices @ 150 sq ft each	450 sq ft
4 Interview rooms @ 100 sq ft each	400 sq ft
2 Restrooms	300 sq ft
1 Conference	400 sq ft
Mechanical space and storage	<u>550 sq ft</u>
Total	3,600 sq ft (U)

5. Given the requirements of the program, the two issues requiring resolution are (a) Siting and (b) Funding.

a. Site Options for Visitor Control Center

- 1) Route 123 and Gatehouse (OS recommended)
  - a) Requires shuttle service for persons using public transportation.
  - b) Requires temporary parking area at Visitor Control Center.
  - c) Requires turnaround space for buses at Visitor Control Center.
  - d) Location may pose approval problem with residents of Savile Lane.
- 2) Between Gatehouse and Headquarters (BPS recommended)
  - a) Requires relocation and extension of existing perimeter fence and relocation of Gatehouse.
  - b) Shuttle service would not be required.
  - c) Turnaround and parking can be part of visitor's parking area. (U)

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b. Funding Options

1) Include all security requirements as part of the major construction packages.

2) Identify all or selective part of the security <sup>Program</sup> ~~packages~~ for early funding as an add-on to the OS budget. (U)

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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

OL/Building Planning Staff  
4E50 Hqs

EXTENSION

NO.

DATE

31 JUL 81

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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Ray -

For your review,  
comments, and classifica-  
tion.

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